



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: ASSISTANT DIRECTOR – FINANCE & TAXATION**  
**DATE: JUNE 1, 2024**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Finance & Taxation	<b>JOB CODE:</b>	050
<b>SUPERVISOR:</b>	Director, Finance & Taxation	<b>SALARY RANGE:</b>	E06
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** In coordination with the Director, plan, coordinate, supervise, and direct the accounting and financial operations, fiscal staff, and multiple distinct financial functions for the county. Prepare and analyze accounting, fiscal and statistical statements, and reports. Plan, evaluate, implement, and maintain financial systems. Administer the functions of the Finance Department, which includes Accounts Payable, Accounts Receivable, Payroll, General Ledger, Fixed Assets, debt issuance and compliance, Grants and Contracts accounting, and year-end reporting, including the Annual Comprehensive Financial Report (ACFR).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Assist in the preparation of the ACFR for the county and component units, including development of work schedules to meet audit deadlines, compilation and verification of all financial data, and preparation of closing entries, financial statements, footnotes, supporting schedules, and prepare comprehensive narrative statements in support of the financial schedule and reports. Assist with implementation of new General Accounting Standards Board (GASB) pronouncements.

Provide informed advice on internal control, laws, and regulations affecting fiscal activities, payroll, and related issues. Review, update, and implement policies and procedures on financial, accounting, internal control, payroll, grant fiscal management, and related areas. Audit, propose changes in procedures, and train staff in internal controls over accounting transactions and assets.

Manage, review, and direct a variety of daily, monthly, quarterly, and annual accounting, payroll, cash receipting and accounts payable tasks and transactions performed by staff.

Provide oversight of finance and accounting activities of the department, including management of the general ledger, accounts payable and receivable, general purchasing, payroll, fixed assets, and grant administration. Analyze and reconcile the county general ledger. Review and ensure all accounting transactions are properly recorded in accordance with organizational policies, budgetary requirements, and generally accepted governmental accounting standards.

Assist with new debt issuances, monitor debt covenants to ensure compliance, make required debt reporting, and review of scheduled and unscheduled payoffs as needed to reduce costs.

Oversee the maintenance of financial accounting systems and control records. Research, review, and coordinate the design and implementation of financial Enterprise Resource Planning (ERP) and payroll systems and other programs as needed.

Develop and promote a high level of customer service among staff and with other county departments. Work with other departments to evaluate accounting and financial analysis needs on an as-needed basis and as county department’s needs change. Provide assistance in account classification and maintenance of the general ledger. Develop uniform procedures and user-friendly resources and tools.



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Analyze, reconcile, and prepare financial reports for fiduciary accounts (including the property tax trust account), component units and other special purpose government funds.

Prepare financial forecasts, budget analysis, and other management analysis projects to aid in financial transparency and prudent and timely decision making.

Manage the cost allocation process which feeds into county and grant budgets including proposing improvements in cost allocation methodology and utilization of appropriate specialty tools in its calculation.

Manage the capital improvement plan in coordination with multiple county departments; propose improvements in the process and tools utilized. Analyze funding sources and financing options and route this information through appropriate and established oversight bodies and, ultimately, to the county budget. Provide accounting guidance and maintain policies and tracking tools for capital assets.

Manage grant programs within the county. Provide grant reporting for county-wide programs and assist departments with grant management and administration.

Assist with assessments of and improvements in business processes, internal controls, financial systems used by the Finance Department as well as those that do/could interface with financial systems and related activities in order to minimize county exposure to fraud and increase administrative efficiency.

Work closely with all finance staff to ensure efficient and effective use of public resources and compliance with expenditure authority and rules and regulations governing the expenditure of public funds by adhering to GAAP, GASB, GFOA guidance and code of professional ethics and other rules and regulations. Keep current on professional and technological trends including federal and state statutes, requirements of GAAP, GASB pronouncements, best practices in government accounting, and financial processing through participation in professional conferences and seminars and other educational activities.

Assist the Director in the management of the day-to-day operations of the department, serve as technical accounting expert resource for the county, including assistance with comprehension of reports, ensuring accounting entries have been made correctly, and provide software administration.

Maintain strong customer relationships with internal and external customers, which include other county departments and the general public.

Create and maintain process documentation for all county processes conducted on a routine basis in accordance with the county Strategic Plan and Continuity of Operations Plan.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.



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Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county’s policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Finance & Taxation Director who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in accounting or related field. Five years’ of increasingly responsible experience in accounting, preferably in the public sector. Two years’ experience in a supervisory capacity. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Equivalent to an advanced degree in accounting preferred. Local government or municipal experience in accounting and financial analysis. Understanding for and development of an ACFR. Planning, implementing, monitoring, and evaluating the functional and technical components of finance and accounting services. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certified Public Finance Officer (CPFO) or Certified Government Finance Manager (CGFM) credential or willingness to earn these designations. Should possess a valid driver’s license and be insurable under the county’s liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of generally accepted accounting principles for governmental entities, methods, and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Knowledge of management principles and practices of human and financial resource management.

Skill in financial or accounting software programs and Microsoft Office products.



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Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***